

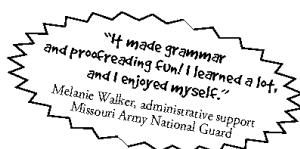
A One-Day Seminar

# Mistake-free Grammar & Proofreading

*Mistake-Free Grammar & Proofreading* is nothing like the grammar classes you took in school. This workshop is exciting, engaging and truly effective in refreshing you on the basics of business English.

## In one fast-moving day, you'll learn:

1. The grammar rules every professional must know
2. All about capitalization and punctuation
3. Painless proofreading
4. Techniques for finding errors in numbers, prices, codes, dates, etc.
5. 6 key rules for subject-verb agreement
6. Commonly misused words and how to use them correctly
7. The right way to present numbers



## A fast, fun way to learn some serious skills

*Mistake-Free Grammar & Proofreading* is designed according to the latest research on how adults learn. It's fast-moving, so you stay interested. It's engaging, so you learn by doing. And it's fun, so you happily give it your all.

## Who should attend?

People who want their written communication to be letter-perfect. It's ideal for managers, secretaries, technical writers, editors and proofreaders who:

- Have never received training in these core skills
- Have been out of school for a while and need to brush up

It's also a great learning experience for anyone who uses English as a second language.

## You'll get it all in one day

By the end of the day, you'll see measured improvement and you'll learn in such a way that you'll never forget it!

**100% Satisfaction Guarantee!**

## ► Enroll today at [www.careertrack.com](http://www.careertrack.com)

Enter your ZIP Code:  or Event #:  in the "Find a Seminar" blue bar on [careertrack.com](http://careertrack.com)!

► Or to enroll by phone, call 1-800-897-5003

\*For quick enrollment, be sure to have your **VIP#** and **Circle ID#** ready when registering.

Get a firm grip on grammar rules,  
learn to proofread with perfection -  
and enjoy yourself in the process

## COMING TO YOUR AREA:

Visit [www.careertrack.com](http://www.careertrack.com) for a full schedule.

### Seattle, WA - Aug. 16

Event #129076  
Clarion Hotel Airport  
3000 South 176th Street

### Tacoma, WA - Aug. 15

Event #129075  
Pacific Grill Event Center  
1530 Pacific Ave

### Olympia, WA - Aug. 14

Event #129074  
Ramada  
4520 Martin Way East

### Everett, WA - Aug. 17

Event #129077  
Best Western Cascadia Inn  
2800 Pacific Ave.

One day, 9 a.m. to 4 p.m.

**\$149**

(includes course book)

### Group Discount:

\$139 per person for groups  
of 5 or more

Presented by:

**CAREERTRACK.**

a division of PARK University Enterprises, Inc.

P.O. Box 219468  
Kansas City, MO 64121-9468  
1-800-897-5003



You have received this announcement because your organization is a valued customer of Fred Pryor Seminars or CareerTrack (divisions of PARK University Enterprises, Inc.).  
**If you do not want to receive fax offers, simply call toll-free 1-877-500-1044 and provide the fax number you wish to remove** or check the box to the left and fax this page to 1-800-905-8440. We will remove the provided fax number within 48 hours. (According to FCC regulations, our failure to comply within 30 days is unlawful.)